



## Adopt a Roadway Program

### *Getting Started*

#### **Waivers**

Participant waivers must be completed and submitted to the Volunteer Coordinator prior to the first cleanup. Waivers for children under the age of 18 will need to be signed by their parent/guardian. Participants must be at least 12 years of age. You may need to distribute waivers to these people ahead of time to ensure that you have a waiver signed by each person. After each person has filled out a form, it is valid for two years. If a new person participates in a clean-up, then they still need to fill out a waiver. **All waivers need to be faxed or dropped off at the Whitestown Municipal Complex, attention Volunteer Coordinator. (Fax: 317-769-0906)** Waivers are available on the Adopt a Road section of the website.

#### **Schedule Cleanups**

Once your application has been permitted, you will receive an email confirmation. Participants agree to service the road segment a minimum of four times a year. The suggested schedule is as follows:

Winter: January/February

Spring: April/May

Summer: July/August

Fall: October/November

You are responsible for keeping track of your clean-up dates each quarter.

Please keep in mind when scheduling your group if you schedule for a weekend shift, and need to pick up the supplies on a Friday.

#### **Pick Up Supplies**

Once you have scheduled your clean up, please advise the Volunteer Coordinator who will coordinate with the Town of Whitestown Public Works Department to provide the necessary equipment you need. The morning of or the day before your event, you will need to go to the Whitestown Municipal Complex to pick-up:

- ☐ Garbage Bags
- ☐ 12 Safety Vests
- ☐ Safety Goggles
- ☐ Waivers sheets
- ☐ Sanitary gloves

Pick up your supplies at the Whitestown Municipal Complex at **6210 Veterans Drive**. Office hours are 8:30- 5pm, Monday-Friday.

### **Prepare Participants – Safety First!**

Please review the Safety Procedures with all participants every time.

### **Return Equipment**

Leave garbage bags that you have collected near the dumpster in the north parking lot at the Whitestown Municipal Complex.

Return safety vests and any unused supplies at the front desk inside the lobby at the Whitestown Municipal Complex.

### **Log Hours**

**After each clean-up, complete the Adopt-a-Road Litter Removal Form. Enter in the number of volunteers, number of volunteer hours, total accumulative hours. (For example: if 5 people cleaned for 1/2hr each, then the total would be 2.5hrs) and number of trash bags collected.**

Thank you again for your participation, please feel free to call 317-769-6557 with any questions.

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